



CITY OF HOUSTON

Job Posting

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Applications accepted from: ALL PERSONS INTERESTED

Job Classification RECYCLING COORDINATOR (Administrative
Posting Number Assistant – Exe Level)
Department PN # 106944
Division Mayor's Office
Section
Reporting Location
Workdays & Hours M-F, 8 A.M - 5 P.M*

*Subject to change

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Under the direction of the Director of Environmental Programming, this person will coordinate the City's recycling program with the goal of increasing the amount of recycling within the City. The recycling coordinator is responsible for all aspects of the recycling program, including: participating in the planning and development of all aspects of the program; preparing, tracking and analyzing financial data relating to the program; preparing and distributing educational and communication materials, identifying, tracking, and managing milestones, and locating and securing grant funding. Internal work will include coordinating with the Solid Waste Department in updating and restructuring the recycling program. External work will include identifying neighborhoods for recycling programs, as well as interacting with neighborhood coalitions, citizen groups, and recycling contractors. Education and outreach to the general public is a high priority. The immediate goal of this position is to optimize the current system. Other goals for this position are to increase the participation rate with regard to the number of households participating in the recycling program, and to increase the volume of recycled material per household.

WORKING CONDITIONS

The position is physically comfortable; the individual has discretion about walking, standing, etc. Ability to deal tactfully and effectively with the public, outside agencies, contract and City water professionals.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires as Bachelor's degree in Liberal Arts, Business Administration or a related field.

MINIMUM EXPERIENCE REQUIREMENTS

One (1) year of administrative experience is required.

MINIMUM LICENSE REQUIREMENTS None

PREFERENCES

Preference will be given to those having two (2) or more years of experience in community organizational work, resource and referral services, or a closely related field are required those dedicated to successful recycling programs. Proficient in Microsoft Word and Excel.

SELECTION/SKILLS TESTS REQUIRED None

However, the Department may administer a skill assessment evaluation.

SAFETY IMPACT POSITION ☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range – Pay Grade 17
\$992 – \$1,539 Biweekly \$25,792 - \$40,000 Annually

OPENING DATE September 28, 2005

CLOSING DATE OPEN UNTIL FILLED

APPLICATION PROCEDURES

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, First Floor. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. TDD (Telephone Device for the Deaf) is (713) 837-9471.**

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